

1. Fill in the blank: _____ is the method where a project manager reviews all individual tasks and rolls the tasks into manageable chunks that lead to a milestone. 1 / 1 point

- ☒ Bottom-up scheduling
- ☐ Goal scheduling
- ☐ Top-down scheduling
- ☐ Team scheduling

☒ Correct

2. Which of the following is a primary benefit of planning in project management? 1 / 1 point

- ☐ It allows stakeholders to pick and choose team members they want to work with.
- ☒ It helps the project manager understand the work needed to achieve the goal.
- ☐ It allows stakeholders to add more features and tasks.
- ☐ It helps team members decide the budget of the project.

☒ Correct

3. Fill in the blank: After the stakeholders assign the project manager, the goals of the project have to be approved, as well as the scope of the project and its _____. 1 / 1 point

- ☒ deliverables
- ☐ vendors
- ☐ manager
- ☐ tools

☒ Correct

4. What are the benefits of the project planning phase? Select all that apply. 1 / 1 point

☒ Identify and prepare for risks.

☒ Correct

- ☐ Keep teammates from communicating to avoid groupthink when brainstorming ideas.
- ☒ Coordinate efforts and timelines with other teams.

☒ Correct

☒ Understand the work the team needs to do to achieve their goals.

☒ Correct

5. As a project manager, you facilitate a kick-off meeting. During the meeting, you introduce what work each person on the team is responsible for. Where on the agenda should this be?

1 / 1 point

- ☐ Introduction
- ☒ Roles
- ☐ Background
- ☐ Questions

☒ Correct

6. Suppose as a project manager, you're running a kick-off meeting. You accurately define what work is and is not included in the project. What agenda item does this represent?

1 / 1 point

- ☐ Intended outcome
- ☐ Roles
- ☒ Scope
- ☐ Project purpose

☒ Correct

7. Which of the following would be considered tasks for opening a new cafe? Select all that apply.

0.6 / 1 point

- ☐ Host a grand opening
- ☒ Research equipment

☒ Correct

☒ Create a new staff team

☒ This should not be selected
Please review [the video about milestones and tasks](#).

☒ Create marketing content

☒ Correct

☐ Research new locations

8. Suppose that as a project manager you had a goal of publishing a report. Which of the following would you consider the milestone for this goal? 1 / 1 point

- ☐ Interview a writer
- ☐ Draft sections of the report
- ☒ Complete first draft of report
- ☐ Conduct research

☒ Correct

9. What steps should you take to set proper deadlines for your milestones? 1 / 1 point

- ☐ Assign as many tasks as you can for each milestone to impress stakeholders.
- ☐ Assign milestones to be completed in week-long increments.
- ☐ Schedule deadlines for the milestones to account for the budget.
- ☒ Connect with teammates to discuss the tasks required for the milestone.

☒ Correct

10. What are the benefits of making a work breakdown structure (WBS)? Select all that apply. 0.5 / 1 point

☒ You have a visualization tool that assists in assigning tasks.

☒ Correct

☒ You can get a sense of each stakeholder's workload.

☒ This should not be selected
Please review [the video on the work breakdown structure](#).

☒ You and your teammates can easily identify the tasks you assigned to each milestone.

☒ Correct

☒ You can assign tasks to two or more team members.

⊗ This should not be selected
Please review [the video on the work breakdown structure](#)[↗].